

Chapter 9 - Financial Orders - FRD

Financial Orders

Financial orders are used to collect money from a party on a case.

Accessing the Event Screen:

Financial orders may be added to the Juvenile system in one of two ways.

1. If the financial information being entered is part of an event previously entered, add the financial information by entering FRD in the Next Tran field, ADD in the type field along with the case number, suffix number, petition number and event number associated with the financial information. The event information will be displayed on the Financial Order screen.
2. If the financial information being entered is not associated with an existing event, add the financial information by entering FRD in the Next Tran field, ADD in the type field along with the case number, suffix number and petition number you wish to add this information to. You will then be required to enter the event information on the Financial Order screen.

Press <Enter> and the system will display the case screen.

Juvenile Next Tran Line:

NXT	TRAN	FRD	TYPE	ADD	CASE	NBR	0000216	___	PET	00000001	EVT	___	PTY	___
-----	------	-----	------	-----	------	-----	---------	-----	-----	----------	-----	-----	-----	-----

Juvenile Financial Order Add

The following screen is the Juvenile financial order add screen.

Court ID: J 44 ANGIE

Financial Order ADD

Case # 00000216 2

Petition # 00000001

Case Type DL

Filed 810 2000

Name TEST NAME 123,,

Evt Num

8

Evt Date

720 2004

Chrg

Type

Comments

Jurist

Attny

Cost Type

Order Amount

Freq

Party Num

Party Type

Total Order amt

Begin order

End order

Form Number

Sign Jurist

Nxt Tran

F1=Help

F8=Probate

FRD Type ADD

F2=Nxt Tran

F9=Name Inq.

Case# 00000216 2

F3=Exit

F13=Notes

Petn# 00000001

F4=Prompt

F14=Dkt. Inq

Evt#

F6=System

Party

F7=Restart

F16=Inv. Cal

MA

b

08/023

1902 - Session successfully started

\\SCAO\IN54QL5 on NeOS:

Following is a description of the fields on the Financial Order screen.

~Event Number~

The event number is automatically assigned by the system. When adding a financial order without an existing event this number will always be the next sequential number in the vent file.

~Event Date~

The event date will automatically default to today's date. If this is not the correct date, you can override this and enter any previous date.

~Charge~

The charge field is used to identify a particular charge for these financial orders to be tied to. If the financial order is not associated to a particular charge then leave this field blank.

~Type~

The type field is used to identify the type of event you are adding these financial orders to. You can prompt from this field and choose any event type.

~Comments~

The comments field will automatically fill in with the description of the event type that you selected. You can override this comment by typing your own comment on this line.

~Jurist~

The jurist field is used to specify which jurist was involved with this event if there was one. Press <F4> for a list of valid jurists.

~Attorney~

The attorney field is used to specify the attorney that was involved with this event if there was one. Press <F4> for a list of valid attorneys.

~Cost Type~

The cost type field is used to specify the type of financial order you are assessing. You are allowed to enter six (6) cost types per event. Cost types are taken from the price file maintenance screen. Press <F4> for a list of valid cost types.

~Order Amount~

The order amount field is only used when the responsible party is ordered to pay in periodic payments.

NOTE: Only use this field if periodic payments have been ordered.

~Frequency~

The frequency field determines how often the party has to pay the amount that you entered in the order amount field. The possible choices for this field are listed below. Press <F4> for a list valid codes.

B	=	Bi-Weekly
D	=	Daily
M	=	Monthly
Q	=	Quarterly
W	=	Weekly
Y	=	Yearly

~Party Num/Type~

This field is used to tell the system who the responsible party is for this cost type. You can enter the party type if known or press <F4> for a list of all parties that have been entered on the party screen. If the party you want to order this amount to is not there, you can press <F15> to add additional parties. The party number will be supplied by the system according to the number on the party screen.

NOTE: You can't order the same party to pay the same cost type twice on the same event. You can order different parties to pay the same cost type on the same event.
--

~Total Order Amount~

This field is used to enter the total amount ordered for this cost type if this amount is in a lump sum. If the order is using periodic payments and you entered a total order amount, the system would stop calculating payments when this amount is reached.

~Begin Order~

This field is used to enter the date the payments are to begin in month, day, century, year format (MMDD CCYY). If this field is left blank, the system will automatically enter the event date used for this financial order.

~End Order~

Enter the date the periodic payments (if applicable) are to end in month, day, century, year format (MMDD CCYY). the system will automatically keep this field at the current date or the date that the financial order was paid in full.

~Form Nbr Requested~

Enter the SCAO for number that you want to generate.

~Sign Jurist~

Enter the bar number of the jurist that will be signing the form you are generating.

Financial Order Modify

Court ID: J 44 ANGIE Financial Order MOD

Case # 00000216 2 Case Type DL Filed 810 2000
 Name TEST NAME 123,,

Cost Type	Order Amount	Freq	Party Num	Type	Total Order amt	Begin Order	End Order	Petition	Evt
ADM			J01		1.00	410 2001		00000001	3
COC			J01		1.00	410 2001		00000001	3
COW			J01		1.00	410 2001		00000001	3
DET			J01		1.00	410 2001		00000001	3
DRG			J01		1.00	410 2001		00000001	3
FOC			J01		1.00	410 2001		00000001	3
GED			J01		1.00	410 2001		00000001	4
IHC			J01		1.00	410 2001		00000001	4
OSP			J01		1.00	410 2001		00000001	4
POF			J01		1.00	410 2001		00000001	4
PSY			J01		1.00	410 2001		00000001	4
RMB			J01		1.00	410 2001		00000001	4

More...

Nxt Tran FRD Type MOD Case# 00000216 2 Petn# 00000001 Evt# Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Restart
 F8=Probate F9=Name Inq. F13=Notes F14=Dkt. Inq F16=Inv. Cal

MP b 08/002

MP I902 - Session successfully started \\SCAO\1\N54QLS on Ne05:

The financial order modify screen lists all financial orders for this case. You only need to enter the case number and suffix number. You may modify only the total order amount and date fields if adjustments payments or credit memos have been applied. You may modify any field if there have been no payments credit memos or adjustments.

Financial Order Delete:

To delete a financial order from the financial order modify screen, blank out all fields except the petition and event numbers and press <Enter>. You may only delete if there have not been any payments, credits or adjustments made to this financial order.